

1. On app.mobilizinghealth.org, have a button to start a Project in India
2. Leads to a form that they have to fill out:
  - a. Your Name:
  - b. Your Organization's/Company's Name:
  - c. Type of Work:
  - d. Country:
  - e. Your website:
  - f. Your email address:
  - g. Your Username:
  - h. [Picture of words box] - What does the above picture say? \_\_\_\_\_
  - i. Submit
3. This will set up a project, but before giving permission to start one, send us an email to confirm.
4. Once one of us confirms, they will get an email with their log-in information (website, username, and temporary password).
5. Once they log-in for the first time, they have to accept the terms and use agreement
6. Go through set up process - \*have a "save and do later" option while going through this
  - a. Set your password (ask for username and temporary password to verify)
  - b. Add project information
    - i. Check boxes:
      1. I will have VHDs send in messages for patients (start SMS with REQ) - default
      2. I will have patients send in messages for themselves (start SMS with HLP)
      3. Messages back to the village will include the doctor's name - default
      4. Message back to the village will include the doctor's mobile number - default
    - ii. Text boxes:
      1. When someone is not registered in the system but sends a message, what message should go out to them?  
\_\_\_\_\_ (we suggest you use the roman-local language)
      2. When no doctor responds to a particular case, what message do you want to go back out to the Village Health Director? \_\_\_\_\_  
(we suggest you use the roman-local language)
      3. When a Village Health Director sends a message to the system with the wrong format, what message do you want to go out to them? \_\_\_\_\_ (we suggest you use the roman-local language)
    - iii. Pull-down menus
      1. Which dedicated long code do you want to use which everyone will send messages to? (Maharashtra[default] or WB)
      2. Time zone (default to what country they put)

\*\*what's not in setup is the timings of messages (minutes until you page a new doc, until you alert a PM, until the case closes without a doctor's answer, minutes until a doc is reminded after an ACC to give FIN, minutes until a case is closed after a doc ACC's but no FIN). tell them that they can change the timings in the settings page

- a. Add project managers

\*\*you can edit project manager alerting schemes in the settings, default is for all of them to get all copies and all the alerts.

- a. Add VHDs
- b. Add doctors

- c. Doctor paging sequence (multiple choice)
  - i. (default) Random
  - ii. Specify an order:
    - 1. a table of doctors with all default being random. can change to "None"

Things they can do later:

- Edit the notify schemes
- Edit the timings for when messages are sent out